



**OFFICE USE ONLY**  
Report # \_\_\_\_\_  
Check # \_\_\_\_\_

\_\_\_\_ Crash Report  
\_\_\_\_ Criminal Report

**WEST VIRGINIA STATE POLICE**  
**Criminal and Crash Report Request Form**

(Pursuant to the West Virginia Freedom of Information Act §29B-1 et seq.)

**Requester Information:**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CRIMINAL REPORT**

Date of Crime: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location of Crime: \_\_\_\_\_  
Victim(s): \_\_\_\_\_  
\_\_\_\_\_  
Type of Crime: \_\_\_\_\_

**VEHICLE CRASH REPORT**

Date of Crash: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Location of Crash: \_\_\_\_\_  
Driver/Owner #1: \_\_\_\_\_  
Driver/Owner #2: \_\_\_\_\_  
Pedestrian: \_\_\_\_\_  
Passenger: \_\_\_\_\_

**FEE SCHEDULE for Reconstructed Reports**

Date of Original Crash \_\_\_\_\_ Reconstructed Report \_\_\_\_\_ \$500.00 x \_\_\_\_\_  
Original Crash Report Number \_\_\_\_\_ Reconstructed Report Certified \_\_\_\_\_ \$505.00 x \_\_\_\_\_  
Reconstructed Report Fax \_\_\_\_\_ \$505.00 x \_\_\_\_\_

**FEE SCHEDULE**

Crime/Vehicle Crash Report .....\$20.00 x \_\_\_\_\_ Video/Audio Tapes .....\$50.00 x \_\_\_\_\_  
Certify Above Copy (Crash Report) ... \$25.00 x \_\_\_\_\_ Set of Photos (up to 12) .....\$25.00 x \_\_\_\_\_  
Fax Above Copy (Crash Report Only) \$25.00 x \_\_\_\_\_ Each Add. Set of Photos (up to 12) .....\$25.00 x \_\_\_\_\_

*These fees are for reports of 50 pages or less in length. An additional copy fee of \$1.00 per sheet will apply after 50 pages.*

**Total Submitted: \$ \_\_\_\_\_** **DO NOT SEND CASH/NO PERSONAL CHECKS OR BUSINESS STARTER CHECKS**

Make Certified Check, Business Check or Money Order payable to: Superintendent, West Virginia State Police

(Fees are considered search fees and are non-refundable)

Credit Card Visa ☐ Master Card ☐ Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

*Mail to the appropriate address listed below including payment and a self-addressed envelope:*

For Crash Report:

West Virginia State Police  
Traffic Records Section  
725 Jefferson Road  
South Charleston, W 25309-1698

Information: (304) 746-2128  
Fax: (304) 746-2206

For Criminal Investigation Reports:

West Virginia State Police  
Criminal Investigation Reports  
725 Jefferson Road  
South Charleston, W 25309-1698

Information: (304) 746-2178  
Fax: (304) 746-2209

*Your request could not be processed due to the following:*

- \_\_\_\_ No Fee/Incorrect fee enclosed (See fee schedule above)  
\_\_\_\_ Check or Money Order is incomplete. Please correct and resubmit.  
\_\_\_\_ Incomplete information submitted. Please include highlighted items upon resubmission.  
\_\_\_\_ No Report could be found based upon information provided.  
\_\_\_\_ Incident investigated by another agency. Report must be requested from that agency  
\_\_\_\_ NO Photo(s) available \_\_\_\_\_ No video/audio tape available